

## **POLICE MAJOR**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative position, the primary duty of which is the management of a group of police department divisions or services. The employee of this class has the responsibility for organizing, planning, and assisting in policy-making for assigned areas, for overseeing the daily operation of assigned functions, and for supervising subordinate staff members within the assigned area. Police Majors also perform financial management functions, public relations duties, and records management duties, in addition to providing for department training and for overseeing the care and maintenance of department equipment and property. Employees of this class perform duties with a high level of independence, reporting to and having work reviewed by the Deputy Police Chief. This class ranks directly below that of Deputy Police Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of an area of police department services, including one or more department divisions. Recommends management policies, goals, and objectives for the assigned area. Conducts inspections of assigned divisions, evaluates their effectiveness, and takes action to improve problem areas. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or for action to be taken. Interviews prospective employees and makes recommendations for hiring. Reviews incoming communications, making assignments to the appropriate person or location. Sees that all department personnel policies conform to EEOC standards. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Supervises and performs law enforcement functions of the department, which may include patrol, criminal investigation, special operations, jail operations, and handling of juveniles.

Gathers information to be used in budget preparation. Supervises field management of money used by investigative staff in order to control possession or expenditure of funds. Authorizes the expenditure of funds in accordance with the budget.

Supervises the preparation of records, reviewing those completed by subordinates. Determines what information should be included in department records and in what form this information should be kept. Compiles and analyzes data needed for reports. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Prepares payroll records. Writes letters and requests for grants to aid in the operation of the police service.

Promotes a positive public image of the work of the department in the daily performance of duties. Serves as the official department representative at meetings of governmental or civic committees and groups. Makes speeches or conducts demonstrations at schools or meetings of citizen's groups, and conducts tours of department facilities for school and civic groups. Acts as department representative to the news media. Answers telephone inquiries about the operation of the police department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies.

Supervises subordinate department employees. Assigns duty areas, makes work schedules and approves leave. Reviews reports written by subordinates. Evaluates work performance of subordinates and writes employee evaluation reports. Provides assistance to subordinates in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Supervises department employees by resolving employee complaints and grievances. Counsels employees who are experiencing work problems. Provides on-the-job training for department members and serves as an instructor for formal training.

Prepares specifications on new police department equipment for public bids. Meets with sales representatives to review products and make decisions on purchasing. Purchases or recommends the purchase of equipment and supplies in accordance with the law and within the established budget.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing

Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Captain immediately preceding closing date for application to the board.

Must have completed not less than one hundred (100) units of education equivalent to college credit hours or in-service police training. This requirement to become effective at its adoption for all new employees hired after adoption date of January 1, 1975.

BC 12-03-92  
Rev 11-09-94  
04-26-01  
11-04-